



**Production: Stage/House Mgmt -- Spring 2019 Course Syllabus
THR3800-004 -- CRN 21651
Class -- Meeting Dates/Times To Be Determined**

INSTRUCTOR INFORMATION

Instructor: Christopher M. Montpetit, [UT Department of Theatre and Film](#)

Office: Center for Performing Arts, Room 1030D

Office Hours: Mondays/Wednesdays 12:00NOON-2:00PM or by appointment

Phone: 419/530-4776

E-Mail: UT email christopher.montpetit@utoledo.edu or through [UT Blackboard Messages/Bb Mail](#)

COURSE INFORMATION

Course Description - 1-3 credit/studio hours. Through study and practice the student contributes significantly to department productions. This course is for students who have auditioned for roles or applied for design/tech positions in department productions.

Course Learning Outcomes/Student Learning Outcomes - by the end of this course, the student will be able to:

- analyze and develop a personalized production process for theatrical productions
- practice and apply proficiencies in arts administration and theatre management
- develop and implement a viable management system for a specialized area of administration, including but not limited to theatre management, stage management, house management, marketing or arts administration
- utilize and transfer learned skills to work at a theatre or arts institution

Course Overview/Format/Outline - this course provides an in-depth experience in a specific area of theatre and stage management in the arts industry. Areas to be discussed will vary based on the individual needs of the student. This course will be approached as a series of one-to-one class meetings and hands-on practical experience, culminating in a final project to be determined.

Content outline and schedule of topics will be determined by both the instructor and student, collaboratively, during class meetings.

Course Prerequisites - none

Course Requirements/Grading Policy

- One course project, worth 100 points
- **Total possible points - 100**

The final grade earned, based on total points, will be based on the following scale:

- A 94-100 points

- A- 90-93 points
- B+ 87-89 points
- B 84-86 points
- B- 80-83 points
- C+ 77-79 points
- C 74-76 points
- C- 70-73 points
- D+ 67-69 points
- D 64-66 points
- D- 60-63 points
- F 0-59 points

Required Textbook/Reading Materials - none

Required Theatre Attendance - none

COURSE POLICIES/GUIDELINES

Assignment - in addition to content, course project will also be graded on spelling, grammar, proper formatting, use of applicable bibliography, MLA/Chicago style guidelines, etc. See rubrics, attached to assignment in Blackboard, for more detailed grading criteria. See the course schedule (available at the end of this syllabus) or the Blackboard calendar for due dates of assignment.

Please note the following guidelines for all submissions:

- submitted through Blackboard (nothing will be accepted via email or in person)
- any assignment submitted late will result in ten points being taken off of graded assignment for each day late (i.e. if graded assignment was 80 out of 100 and it was turned in three days late, the final grade on the assignment will be 50 out of 100) - this policy will be enforced, **NO** exceptions
- everything needs to be typed and proofread, demonstrating proper grammar, punctuation, capitalization, spelling, and academic writing style (i.e. play titles, book titles, or movie titles in *italics* or underlined), do not rely on spell check
- assignments must be saved in .doc/.ppt/.pdf format, if assignment is not saved in one of the correct file formats and cannot be opened by the instructor, it will be counted as late (do not send .odt, .pages or other files as they can't be opened)
- a secure, reliable internet connection and functional computer are the responsibility of the student, internet or computer problems will not be accepted as excuses for late assignments
- no work will be accepted after the final day of classes, unless the assignment's due date is during finals week, see course schedule and Blackboard calendar for dates
- the Blackboard site uses SafeAssign, which examines all submissions for plagiarism - instances of plagiarism will result in a failing grade (i.e. 0 out of 100) for that assignment

Attendance/Participation - not applicable

Drop/Withdrawal Dates - see course schedule and Blackboard calendar for UT dates of drop and withdrawal periods.

Plagiarism/Academic Dishonesty - Course Policy: Plagiarism will result in a failing grade (i.e. 0 out of 100) for that assignment. Repeated incidents of plagiarism will result in a failing grade (i.e. F) for the course. The point of this course is to cultivate one's own individual opinions and points of view. Taking ideas, concepts, artist renderings, etc., without appropriate documentation, from other authors or sources, including those of fellow students, defeats the purpose of this course. It not only violates the integrity of the class, but also hinders one's own growth and individuality. The purchasing or sharing of papers or projects between students or the re-use of papers or projects submitted for more than one assignment or class also constitutes plagiarism. The above policy will be enforced, **NO** exceptions.

Plagiarism/Academic Dishonesty - University of Toledo Policy: [Academic dishonesty](#) will not be tolerated. Plagiarism in any of its various forms will result in penalization, ranging from a grade of "F" for the single assignment to a failing grade to the whole class. Degree of penalization is at the sole discretion of the instructor. Examples of academic dishonesty include, but are not limited to the following:

- any activity that fits the definitions of plagiarism
- representing (plagiarizing) the words, ideas or information of another person as one's own and not offering proper documentation (for example: cutting and pasting, or paraphrasing, information from a website and not citing the website as a source)
- aiding another student in any way in the process of plagiarizing or representing the words, ideas or information of another person as their own and not offering proper documentation
- taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination
- providing a fellow student your work as a "guideline" for completing their work (if a student needs clarification about the nature of an assignment they should ask the instructor, this policy applies to all individual, non-group work - should you provide your work to another student, and they plagiarize your work, both you and the plagiarist will receive disciplinary action due to academic dishonesty)

To learn more about what constitutes academic dishonesty (plagiarism), visit UT's policy on [academic dishonesty](#).

Technology/Communication/Blackboard Guidelines - tips for technology, communication, and Blackboard success include:

- should the course site be inaccessible due to technical issues or you encounter technical difficulties with Blackboard, contact utdl@utoledo.edu or call 419/540-8835 (toll-free student support phone number is 1-866/UTOLEDO)
- the [UT Help Desk](#) offers extended hours in the evenings and on weekends to assist students with technical problems, when calling after hours, leave a detailed message, including your Rocket Number and phone number, and a staff member will respond on the next business day; the [UT Online Help Desk](#) website is also available online to answer your questions, technical questions related to on-campus Internet access, virtual labs, hardware, software, personal website hosting, and UTAD account management
- before submitting any work in Blackboard, turn off all instant messaging and other web applications, close all browser windows that are not connected to the course, and make sure your system and browser are compatible with Blackboard

- if using a public library or other public access computer, please check to ensure that you will have access for the length of time required to complete tasks
- instructors are not trained in tech support for individual computer or internet problems, if you have trouble with your computer or your internet connection, you should contact your manufacturer, service representative, or service provider

Tips for Course Success - some tips for success in this course include:

- if you have questions and need to see me, stop by my office during office hours or set up an appointment
- there are no stupid questions, if you are unsure of something or have a question, please ask
- while drinks are permitted in class, keep food out
- cell phones must be turned off or put on vibrate while in class
- classroom disruptions, disrespecting the instructor or fellow classmates, will not be tolerated, you will be asked to leave
- complete and submit assignments prior to the due date (if possible) and set yourself up to have a secure reliable computer connection, if you wait until the day something is due and then have problems I will not be able to assist you
- email, phone or Blackboard messages are not checked over the weekend or over the holidays/breaks
- check your Blackboard Messages/Bb Mail and Course Announcements regularly
- familiarize yourself with the course Blackboard site and visit it often
- do not wait until the last minute to ask for assistance, if you contact me late in the semester or long after an assignment was due I may not be as accommodating

UNIVERSITY POLICIES/LINKS

Academic Accommodations - the University of Toledo is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations memo from Student Disability Services, it is essential that you correspond with me as soon as possible to discuss your disability-related accommodation needs for this course. For students not registered with [Student Disability Services](#) who would like information regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact the Student Disability Services office.

Instructional Support Services/Resources - many UT services are listed below:

- Counseling Center - the [Counseling Center](#) is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services, the Counseling Center staff provide counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies
- Course Blackboard website - <https://blackboard.utdl.edu/>
- eLibrary Services Portal - the [eLibrary](#) is a customized gateway to UT Libraries for online students, it was designed to help you locate the best online library resources without leaving Blackboard
- eTutoring Services - the Ohio eTutoring Collaborative, in partnership with The University of Toledo, now provides online tutoring support for all UT students, [eTutoring Services](#) are offered in a wide array of subjects, including Writing, Math,

- Calculus, Statistics, Accounting, Biology, Chemistry, and Anatomy and Physiology
- University of Toledo Writing Center - <http://www.utoledo.edu/success/writingcenter/>

Sexual Discrimination/Misconduct - the University of Toledo is committed to providing educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, stalking and retaliation. Title IX of the Education Amendments of 1972 ([Title IX](#)) is a federal law that prohibits sex discrimination. Additional information, forms, resources and contacts can be found online at <http://www.utoledo.edu/title-ix/>.

Statement of Diversity - the Department of Theatre and Film strongly endorses a policy of individual and collective respect for each member of our diverse community. Theatre and the mediated arts of film and video represent a fundamental form of human expression present in all known human cultures. Thus, they transcend boundaries of gender, sexuality, politics, nationality, geography, culture, and historical epoch. We strive to communicate and to understand; indeed, successful work in our field requires empathy without judgment. As a discipline, we have battled censorship for more than 2,000 years, and as a department, we seek to ensure all groups and individuals the right to speak within an arena of civility and mutual respect. Our department strives to provide a safe and supportive educational environment that both nurtures all components of human experience and functions as a crucible for creative expression.

Production: Stage/House Mgmt -- Spring 2019 Course Schedule THR3800-004 -- CRN 21651		
Week:	Unit/Assignments:	Due Date:
	Weekly Meetings (dates to be determined)	
	<i>Notes - First Day of Classes Mon Jan 14</i>	
	<i>Notes - MLK Holiday Mon Jan 21</i>	
	<i>Notes - Last Day to Add/Drop Mon Jan 28</i>	
	<i>Notes - Spring Break Mon Mar 4-Fri Mar 8</i>	
	<i>Notes - Last Day to Withdraw Fri Mar 29</i>	
Mon 4/22	Final Project	
	Submit Course Project	Sun 4/28
	<i>Notes - Last Day of Classes Fri Apr 26</i>	
	<i>Notes - University Commencement Sat May 4</i>	